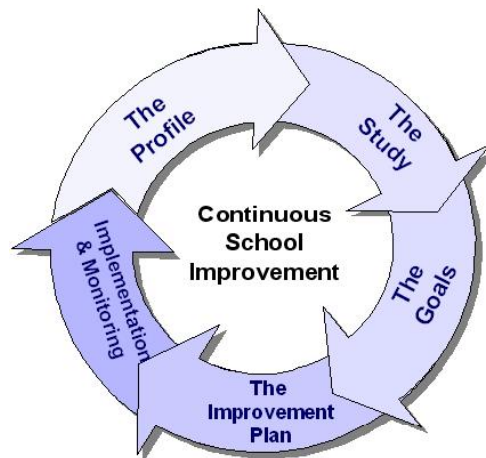


A CHECKLIST FOR EXTERNAL TEAM LEADERS FOR SCHOOL IMPROVEMENT



**What to do before, during and
after the external team visit**



Before the Visit

- ☐ Confer with host system shortly after appointment; determine contact person(s); inquire about time line; optionally, volunteer to visit in advance of team visit
- ☐ Help host establish the purpose(s) for the visit
- ☐ Jointly determine dates for team visit at least two months in advance of the visit
- ☐ Assist in selecting or approve school's selection of team members
- ☐ Jointly plan the agenda that includes:
 - ___ An orientation meeting for the external team
 - ___ An oral presentation by host school representatives
 - ___ Time to visit in the school
 - ___ Small-group meetings (goal committees, data committee, etc.)
 - ___ Time for individual interviews with teachers, students, and others
 - ___ Time for team members to meet and to write reports
 - ___ Oral team report
- ☐ Advise steering committee about the amount, variety and formats of information to be provided the team prior to and during the visit
- ☐ Clarify the necessary logistical arrangements:
 - ___ Private meeting area
 - ___ Expense claim procedures
 - ___ Postponement notification procedures
- ☐ Contact team members. Provide agenda and any other materials (rubrics, assignments, etc.)

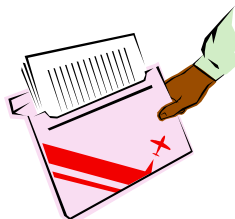


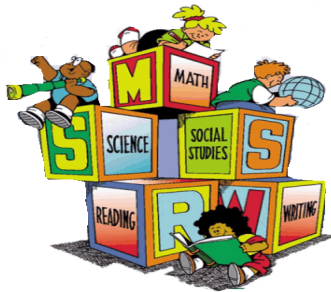
During the Visit

- ☐ Conduct orientation meeting of team to
 - ☐ Explain purpose and procedures
 - ☐ Make adjustments to agenda
 - ☐ Make or alter team assignments
 - ☐ Review materials provided by the school
 - ☐ Explain the use of such tools as the Rubrics, Capacity Assessment Instrument, etc.
 - ☐ Present and explain the format of the written report and establish responsibilities for preparing each section
- ☐ Attend, with team, the presentation by the hosts; ask appropriate questions to clarify or draw out additional information
- ☐ Meet with key staff members—administrators, steering committee chair, board members, etc.—to develop understanding of the overall support structure and process followed
- ☐ Monitor progress of individual team members; offer advice when necessary
- ☐ Lead team meeting to share and compare information; identify tentative sections of the report and the “big ideas” it is to contain
- ☐ Identify team members who will be responsible for sending you the written report sections (if not completed during visit)
- ☐ Chair (or deliver) the oral summary report

After the Visit

- ☐ Receive and edit reports, combining all sections into a cohesive report following guidelines of the NCA or *Nebraska Framework*
- ☐ Within 3 weeks of the visit, mail one copy of the report to the school and one to Accreditation and School Improvement Section, NDE





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